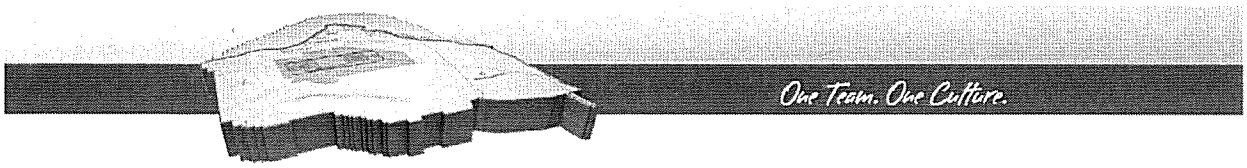

Administrative Procedure

WMP-370, Section 1.7

Radioactive Waste Acceptance Review

Revision 31, Change 3

Published: 11/08/10
Effective: 11/08/10

Project: Waste Support Services
Topic: Administration

Technical Authority: M.E. Lakes
Functional Manager: A.J. Ramirez

Administrative Use

CH2MHILL
Plateau Remediation Company

Han-027

Appendix C - Example: Certificate of Conformance (non-CHPRC)

Container Identification Number: _____

Section 1. Vent	
The vent that has been installed on this waste container and the waste packaging meet the requirements of HNF-EP-0063, Section 2.11.4. The vent is an approved vent listed in Appendix H of HNF-EP-0063 or has been approved for use.	
☐ N/A - Vent Not Required Per HNF-EP-0063s	
☐ Yes - Vent Model Number:	
Vent Serial Number:	
Section 2. Certification	
Signature of this Certificate of Conformance certifies that the waste packaging and vent meet the applicable section(s) of HNF-EP-0063.	
_____ Generator Name / Signature	_____ Date

CHANGE SUMMARY

AJHA: N/A
Periodic Review Due Date: 09/29/14

HRB Date: N/A
Validation Date: N/A

Rev. 31, Chg. 3 **PR#**: 18312

USQ Screen Number: GCX-7
SWOC-10-094, Rev. 1

Description of Change

Change fissile gram equivalent from (greater than or equal to) 1 to 15 per HNF-7098, Rev. 19.
Add bullet to step 3.3.7d.

TABLE OF CONTENTS

1.0 INTRODUCTION

1.1 Purpose

HNF-EP-0063, *Hanford Solid Waste Acceptance Criteria*, describes the baseline criteria for acceptance of waste at the following Treatment, Storage, or Disposal (TSD) facilities:

- Low-Level Burial Grounds (LLBG), including both the non-regulated portion of the LLBG and trenches 31 and 34 of the 218-W-5 Burial Ground;
- Central Waste Complex (CWC)
- Waste Receiving and Processing (WRAP) facility
- T Plant facility

This procedure describes the steps used to determine the acceptability of newly generated waste at these facilities.

This procedure applies to all newly generated wastes that have been identified for processing, storage, disposal, and/or verification at a Waste and Fuels Management Project (WFMP) operated TSD unit. Previously accepted waste being transferred to another TSD unit for processing is reviewed under WMP-370, Section 1.8, *Treatment, Storage, and Disposal Transfer and Documentation Process for Waste Containers.*

Applicable sections of this procedure are performed by the TSD Unit Acceptance Representative (TSDR) when referenced by WMP-370, Section 1.8. The technical review approval confirms that the waste meets the acceptance criteria for the specific TSD unit and does not constitute approval of the shipping information provided in the Solid Waste Information Tracking System (SWITS) database.

1.2 Scope

This procedure implements portions of Technical Safety Requirements (TSR) identified in HNF-15280, *Technical Safety Requirements for the Solid Waste Operations Complex.*

This procedure implements portions of the Solid Waste Operations Complex (SWOC) Criticality Prevention Specification, CPS-SWOC-001, *Waste Storage, Movement, and Non-Intrusive Operations.*

1.3 Applicability

This procedure is applicable for waste acceptance at the LLBG, CWC, WRAP, and T Plant TSD facilities.

1.4 Implementation

This procedure is effective upon publication.

2.0 RESPONSIBILITIES

2.1 Waste Management Representative (WMR)

2.1.1 Obtains sufficient data about the waste included in a waste container to ensure that the waste meets the TSD unit acceptance criteria.

2.1.2 Ensures the generator knowledge associated with the waste package meets the knowledge requirements of HNF-EP-0063.

2.1.3 Ensures waste container data in SWITS is correct and coded in accordance with WMP-370, Section 5.1, *SWITS Data Entry for Waste*.

2.1.4 Ensures the generator has an approved Waste Profile Sheet (Profile) and the waste was generated, designated, classified, packaged, and otherwise managed as specified in the Profile.

2.1.5 Identifies specialty reviews or issues requiring resolution.

2.1.6 Resolves waste container conformance issues.

2.1.7 Inserts the container documentation into the Integrated Document Management System (IDMS) system for review by the TSDR for completion of the waste acceptance review.

2.1.8 Communicates approval, status, issues, and scheduling information with the generator.

2.2 TSD Unit Acceptance Representative

2.2.1 Ensures completion of all review steps and documentation required by this procedure.

2.2.2 Ensures wastes approved for acceptance at a TSD unit under this procedure meet the applicable acceptance criteria.

2.2.3 Performs the waste acceptance review in a timely manner.

2.2.4 Maintains an ongoing awareness of the projects and waste streams that have been identified for shipment to the TSD unit and any documentation and conformance issues associated with these waste streams.

2.2.5 Provides technical assistance to WMRs on TSD requirements.

2.2.6 Communicates operational issues connected to waste receipt with the TSD unit Operations organization.

2.2.7 Maintains a working knowledge of the Waste Specification Records (WSRds) that are applicable to waste groups identified for shipment to the TSD unit.

2.2.8 Coordinates completion of required specialty reviews.

2.3 Waste Support Services Environmental Compliance Officer (ECO)

2.3.1 Ensures the following:

- Notification is made to Washington State Department of Ecology (as required by permit) for mixed waste that is identified as shielded, classified, or remote-handled.
- The mixed waste has been documented in the Performance Evaluation System (PES) meeting minutes as "Non-verifiable" during the acceptance review process.

2.4 Cavanaugh Services Group Shipper

NOTE: *This process is applicable to newly generated containers coming to the Solid Waste Operating Complex (SWOC) in the Radioactive Waste/Verification Workflow, which will require a Cavanaugh Service Group Shipper.*

2.4.1 Review containers in IDMS to ensure containers are able to ship to SWOC.

2.4.2 Perform shipper reviews in a timely manner.

2.4.3 Provide technical assistance to WMRs and TSDRs on transportation requirements.

3.0 PROCESS

NOTE: *Previously accepted waste being transferred to another TSD unit for processing is reviewed under WMP-370, Section 1.8, Treatment, Storage, and Disposal Transfer and Documentation Process. Applicable sections of this procedure are performed by the TSDR when referenced by WMP-370, Section 1.8.*

Waste Support Services (WSS) determines the acceptability of a waste by compiling and reviewing all available or obtainable information about a container and its contents. These data are reviewed against the applicable criteria of HNF-EP-0063 (current revision). When it has been determined the container meets the acceptance criteria, the container is approved. This information is provided to TSD Operations. **[TSR 5.7.9.a]**

3.1 Waste Container Documentation Preparation

Actionee	*Step*	*Action*

NOTE: *Each of the pieces of information to be included in the package information file must be provided electronically and attached to the appropriate area of the IDMS Radioactive Waste Acceptance Process Workflow.*

WMR

1. PERFORM the following documentation preparation steps:

   a. RECEIVE waste container paperwork/electronic information from a generator,
   OR PREPARE the waste container paperwork/electronic information on behalf of a generating facility. All paperwork necessary for a complete review must be scanned into an electronic format to proceed with the documentation assembly process.

   b. REVIEW the container-specific data against the Profile,
   AND ENSURE the waste is consistent with the Profile.

   c. REVIEW the waste against the Waste Specification Records (WSRd) to ensure the correct WSRd has been chosen. The treatment/disposal pathway identified in the WSRd must be applicable to the waste.

NOTE: *The SWITS U101 screens are set up with multiple tabs and all applicable sections must be completed. Activation of the "Waste Generation Edits" button available on the SWITS U101 screen activates a series for data edit checks to determine if minimal data entry has been completed (this data check does not ensure all of the requirements in WMP-370, Section 5.1 are met). The waste container must pass all of the "Waste Generation Edits" before the SWITS program will allow the package to move into "Requested for Approval" status.*

   d. ENSURE the required information has been entered in SWITS in accordance with procedure WMP-370, Section 5.1.

Actionee	*Step*	*Action*

NOTE: *The combine/repackage function of the SWITS U103 screen may also be used to record the waste components of the labpacked inner containers. When the combine/repackage function is complete, the inner containers will be displayed as "repackaged" on the SWITS U101 screen and the generator will be locked from data changes. The outer container will display all combined weights and waste components; however, all data for the outer container should be validated.*

WMR or Generator Representative

e. COMPLETE the SWITS U101 screen as follows:

1) WHEN entering labpacked containers in the SWITS U101 screen,
THEN MASS BALANCE the waste components of the inner containers (e.g., using hand calculations or other approved method).

2) ENTER the total waste component concentration in the waste components section of the SWITS U101 screen components tab.

NOTE:
- *The process is initiated as CIN/Generator/Destination. Generator and destination acronyms are used as seen in SWITS example: 951202/222S/CWC.*
- *For information on the workflow process the WMR can select the WA Workflow Instructions link located in the IDMS general tab.*
- *For non-regulated low level waste (WSRds 100 and 120) the destination facility is LLBG. For regulated low level waste (WSRds 930 and 931) the destination facility is MWT.*

WMR

2. INITIATE a Radioactive Waste Acceptance Process in IDMS, which includes the following:

a. SWITS Waste Container Contents (R120 report) - with printed name, signature, and date when provided by generators who perform SWITS data entry. Attach the electronic file of the R120 to IDMS. For CH2M HILL Plateau Remediation Company (CHPRC) generators whose data is submitted by the WMR, the IDMS authentication serves as the certification signature that would appear on the R120.

b. Contents Inventory Record (CIR) (lab packs must include an itemized listing of inner containers). The CIR for WRAP-generated containers is the SWITS R120. When provided in hard copy, the CIR must be scanned for electronic handling. Attach the electronic copy of the CIR for the waste package into IDMS.

Actionee	*Step*	*Action*

NOTE: *If the LDR notification/certification has been submitted with the waste stream profile, it is not required in the waste information uploaded to IDMS.*

c. Land Disposal Restriction (LDR) Notification/Certification (federally regulated, mixed waste only; signed LDR with each container), as required. The LDR, if applicable, must be scanned to IDMS.

d. Container Data Sheet (CDS), when provided by generators who do not perform SWITS data entry. This form, when required, must be signed with printed name and dated by the generator. When provided as the signed acknowledgment of the inventory of the waste package, the CDS must be scanned uploaded to IDMS.

e. Other data required as a condition of Waste Profile Sheet approval performed in accordance with WMP-370, Section 1.6, *Waste Stream Approval Process.* Any other data provided must be uploaded to the Waste Stream Criteria folder in IDMS.

f. Any additional comments in the comments section of IDMS as necessary.

g. For those vents procured after October 16, 2003, a Certificate of Conformance signed by the generator must be included in the following case:

- Containers required to be vented in accordance with HNF-EP-0063 must have a Certificate of Conformance (See examples on Appendix B for CHPRC generators; Appendix C for non-CHPRC generators or equivalent information) confirming the vent is from the approved list and has been installed. **[TSR 5.7.9.a]**

h. Signed secondary waste declaration for each package, managed under tank waste profiles directly generated by CH2M Hill or indirectly generated by qualified contracting and DOE organizations.

3.2 Waste Container Review by Waste Management Representative

Actionee	*Step*	*Action*
WMR	1.	PERFORM the following for Reviewing Physical/Chemical Characteristics:

a. ENSURE the Content Inventory Record matches the Profile and no prohibited items or waste types are present.

b. ENSURE the data used to determine the chemical and physical characteristics of the waste qualify as knowledge, as defined in HNF-EP-0063, Section 2.4. Take particular care to ensure waste analyses is performed when required and process knowledge is used and documented in an appropriate manner.

c. ENSURE the waste has been designated in accordance with WAC 173-303.

1) IF the Profile does not fully describe the waste's designation and LDR status,
THEN PERFORM designation in accordance with WMP-370, Section 2.12, *Waste Stream Designation Process*.

2) INCLUDE the waste designation in the waste container electronic record when required.

d. ENSURE the LDR information (for federally regulated mixed waste) is correct (i.e., proper subcategory has been identified, all applicable underlying hazardous constituents have been identified, and applicable addenda are attached to the electronic record).

e. For regulated waste in lab packs, overpacked liquids, absorbed liquids, and solid chemical products,
REVIEW the individual internal containers for compatibility and ensure the waste is appropriately packaged,
AND FLAG the waste for a specialty compatibility review in IDMS.

f. IF waste contains chemical constituents and container is vented or will be opened at the TSD for processing,
THEN FLAG for air permit review in IDMS.

g. IF the container is not vented and either exceeds 0.007 watts/cubic meter or exceeds 5% readily biodegradable matter,
THEN FLAG for gas generation review in IDMS.

h. IF the thermal power exceeds 3.5 watts/cubic meter,
THEN FLAG for heat generation review in IDMS.

Actionee	Step	Action

NOTE: *A vent is required if the waste contains a volatile organic compound that could result in a flammable atmosphere in the drum head space.*

i. IF the Waste is shipping to a SWOC facility and will be shipped by a Cavanagh Services Shipper,
THEN FLAG for a shipper preview and Shipper Review, as applicable.

j. IF asbestos is present,
THEN ENSURE the asbestos is packaged correctly.

k. IF verification has been performed,
THEN CONDUCT a search in IDMS to review/compare the Container Activity Record (CAR) against the R-120 report.

2. PERFORM the following for Reviewing Radiological Characteristics:

a. CONFIRM the radiological characterization of the waste is performed in accordance with the Profile and meets the knowledge requirements of HNF EP-0063.

b. CONFIRM the appropriate radionuclides are reported.

NOTE: *The Excel Container Data Sheet (CDS) does not consider DOT reporting criteria. Therefore, if the WMR is using the CDS to screen out non-reportable isotopes, the WMR must send the CDS file to a qualified shipper and have RadCalcTM run to identify DOT reportable isotopes.*

c. USE the SWITS database to classify the waste and confirm waste does not exceed the various facility radiological limits.

d. IF a radioisotope is not in SWITS,
THEN PLACE the container on hold pending calculation of limits and addition of the isotope to SWITS; contact the Technical Support team lead for resolution.

NOTE: *The Excel Container Data Sheet (CDS) on the Hanford Site Solid Waste Acceptance Program internet web page is a validated spreadsheet.*

e. IF the waste will be shipped to the LLBG, Trench 31, or Trench 34, and mobile radionuclides are present,
THEN PERFORM a validated spreadsheet or hand calculation to determine if an LLBG Performance Assessment review is needed.

Actionee	*Step*	*Action*

NOTE: *For waste that exceeds Category 3 limits, a Performance Assessment (PA) review is required.*

f. CONFIRM waste meets Category 3 limits (not applicable for TRU waste).

g. IF ≥15 fissile gram equivalent (FGE) is present in the waste package (natural and depleted uranium is exempt),
THEN FLAG the container for a criticality review in IDMS.

h. FLAG all lead-lined drums for a criticality review. (CPS-SWOC-001)

NOTE: *Un-vented drums equal to or greater than 33 DE-Ci without overpack are prohibited.* ***[TSR 5.6.2.a]***

i. IF the 82.5 ICRP 71 DE-Ci container limits are exceeded,
THEN FLAG the container for specialty review by engineering.
[TSR 5.6.2.a]

3. PERFORM the following for Reviewing Packaging Criteria:

   a. REVIEW the waste packaging against the Profile and applicable acceptance criteria.

   b. REVIEW the packaging and liner materials to determine if the waste is compatible with the container.

   c. REVIEW sorbents, stabilizers, and void-space fillers,
   AND ENSURE materials have been used in accordance with Appendix E of HNF-EP-0063.

   d. IF special unloading procedures are required,
   THEN FLAG the waste for operational review in IDMS.

   e. FLAG any bulk waste going to the LLBG for LLBG Bulk Waste Review in IDMS.

4. PERFORM the following for Reviewing for TSD Facility Acceptance:

   a. COMPLETE only the review for the designated receipt facility or facilities (i.e., LLBG, CWC, WRAP, or T Plant).

   b. FLAG all TSD-specific specialty reviews in IDMS.

Actionee	*Step*	*Action*

5. PERFORM the following for Reviewing for Shielded, Classified, or Remote Handled Mixed Waste:

   a. IF the container is mixed waste and cannot be verified due to it being shielded, classified, or remote-handled,
   THEN PREPARE a non-verifiable waste determination per WMP-370, Section 1.11, *Performance Evaluation System.*

   b. After the container has been approved in PES meeting minutes as non-verifiable,
   SEND an email to the WSS Environmental Compliance Officer (ECO) notifying them a non-verifiable mixed waste is in the acceptance review process. The WSS ECO then ensures notification is made to the Washington State Department of Ecology as required by permit.

6. PERFORM the following for Documenting Waste Container Review:

   a. DOCUMENT AND RESOLVE any issues noted during the review concerning failure to meet the acceptance criteria. These issues must be noted in the Comments section of IDMS for the waste package. Specialty reviews can be left unresolved by the WMR for subsequent completion by the TSDR.

   b. ENSURE specialty reviews required for the waste container are flagged in IDMS.

   c. DOCUMENT any conformance issues (i.e., items that did not meet the acceptance criteria as generated) to the Comments section of IDMS,
   AND COMMENT in the SWITS U302 screen.

7. PERFORM the following for SWITS Review and Completion:

   a. REVIEW information in the SWITS U101 screen,
   AND ENSURE it is correct.

NOTE: *If the generator does not have SWITS access, the WMR must complete the request to ship function in SWITS for the generator.*

   b. ENTER the Point of Contact (POC) for the waste package on the SWITS U330 screen.

   c. ENTER the destination TSD unit.

   d. For non-CHPRC waste packages,
   ENTER the shipment document number.

Actionee	Step	Action

NOTE: *All other shipment information is optional.*

e. PROVIDE the complete waste container files to the TSDR by attaching them to the appropriate folder in IDMS.

3.3 Waste Container Acceptance Review by TSDR

Actionee	Step	Action

NOTE:
- *For information on the workflow process, the TSDR can select the WA Workflow Instructions link located on the IDMS general tab.*
- *If applicable, check and/or confirm the appropriate CERCLA exemptions found on the U310 TSD Management screen under PRC TSD Staging/Storage Tracking.*
- *If applicable, check and/or confirm the appropriate CERCLA exemptions found on the U331 RAD Review screen under PRC TSD Staging/Storage Tracking.*

TSDR

1. REVIEW the waste container file for completeness, AND ENSURE required signatures, dates, and applicable documentation are provided.
2. PERFORM the following for Waste Acceptance Review:
   a. REVIEW the information included in the IDMS work flow package for the following:
      - ENSURE it is complete and accurate.
      - ENSURE all issues have been resolved.
      - USE the Comments section of IDMS to document resolution of issues.
   b. ENTER all conformance issues items noted in the Comment section of IDMS into the SWITS U302 screen.
   c. ENTER all review notes into the SWITS U331 screen in the "Review Notes" tab.
3. PERFORM the following for General Acceptance Review:
   a. PERFORM an oversight review of the waste container data against the general and facility acceptance criteria.
   b. ENSURE all previously identified conformance issues have been appropriately resolved and the waste meets the applicable acceptance criteria. **[TSR 5.7.9.b]**

Actionee	*Step*	*Action*

4. PERFORM the following for Facility-Specific Review:

   a. REVIEW the waste information.

   b. CONFIRM the waste meets all facility-specific criteria.

   c. IF the waste requires special handling or off-loading, THEN COORDINATE a review through TSD Operations.

5. PERFORM the following for Specialty Reviews:

   a. ENTER specialty reviews identified in IDMS into the SWITS using the U331 screen "Review Notes" tab.

   b. COORDINATE all specialty reviews identified by the checklist.

      - If an LLBG Performance Assessment Review is required, the containers are reviewed against the 200-W or 200-E Performance Assessment, depending on the disposal location of the waste. Category 1 waste that is to be managed as Category 3 as a result of this review shall have the appropriate SWITS data modified (i.e., proper WSRd and storage location assigned).
      - If a criticality review is required, the TSDR must notify the criticality reviewer of any containers that have more than 2 liters liquids including absorbed or in labpack form or an ion exchange module (IXM). The criticality review may generate actions to be carried out on the SWITS U331 screen. The criticality reviewer will provide direction as needed.
      - All lead-lined drums must have a criticality safety review. (CPS-SWOC-001) The TSDR must notify the criticality reviewer that it is a lead-lined drum.
      - Review for 50 psi for low level waste going to the mixed waste trench. Request an engineering review as necessary.
      - The specialty reviews marked in IDMS will be automatically sent to the reviewers when the TSDR electronically signs the package.

Actionee	*Step*	*Action*

6. PERFORM the following for Documenting Changes to SWITS and Waste Container File:

   a. IF changes to the SWITS R120 report are needed after waste container paperwork has been submitted for TSD review, THEN DOCUMENT these changes in one of the following ways:

      - RETURN the waste package to generator control in SWITS:
        - REQUIRE the generator/WMR to change the information in SWITS and resubmit the waste package in IDMS.
        - PRINT a new R120 report, THEN SIGN and SUBMIT it.

      OR

      - MAKE the needed changes in SWITS:
        - REPRINT the R120 report to a PDF file.
        - ATTACH new version to IDMS.
        - INCLUDE in IDMS a written approval of the changes and an explanation of the changes made from the generator (an email is sufficient).

   b. WHEN data are changed in SWITS, THEN REVIEW all to ensure the waste still meets the acceptance criteria.

   c. ENSURE any non-conformance to the waste acceptance criteria is recorded in SWITS U302 screen.

NOTE: *This step of the procedure is completed when the TSDR has completed the TSD acceptance review and is ready to approve the container in the SWITS U331 screen.*

7. PERFORM the following for Container Approval:

   a. WHEN necessary to communicate subsidiary hazards, THEN CHECK and MODIFY the "Storage Category" field.

Actionee	*Step*	*Action*

NOTE:
- *When the WSRd is entered in the SWITS U101 screen, a default storage location is automatically entered into the Storage Category field. For CWC, WRAP, and T Plant, this default does not account for subsidiary hazards of the waste.*
- *For containers not meeting the 50 psi requirement, the TSDR will manually update the storage category in SWITS to indicate stabilization necessary. SMW is used for the 930 WSRd and STW is used for the 100 WSRd.*

b. VERIFY the correct segregation code has been assigned in the "Storage Category" field in the SWITS U331 screen in the "Rad Review" tab,
AND ASSIGN these codes as follows:

1) 200-W Area LLBG (unlined portions): [NOTE: *Inactive*]

- DDW - if no stabilization is required (i.e., 100 WSRd)
- STW - if stabilization is required (i.e., 120 WSRd)

2) 200-E Area LLBG: [NOTE: *Inactive*]

- DDE - if no stabilization is required (i.e., 100 WSRd)
- STE - if stabilization is required (i.e., 120 WSRd)

3) LLBG Trenches 31/34:

- DDW - if no stabilization is required (i.e., 100 WSRd)
- DMW - if no stabilization is required (i.e., 930 WSRd)
- SMW - if stabilization is required (i.e., 931 WSRd)
- STW - if stabilization is required (i.e., 120 WSRd)

4) CWC/WRAP/T Plant: The available segregation codes for CWC, WRAP, and T Plant are shown in Appendix A. They are assigned in the following order:

a) ASSIGN the primary hazard class from Appendix A, based on the WSRd.

b) IDENTIFY any applicable subsidiary hazards from Appendix A.

Actionee	*Step*	*Action*
		c) CHOOSE a Storage Category from SWITS that identifies the primary hazard class and all subsidiary hazards: i. IF no applicable Storage Category is available, THEN CHOOSE the "S" (Special Segregation) code ii. DESCRIBE the segregation method in the U331 screen, "Review Notes" tab. iii. ENSURE the "Print on Receipt Report" box is checked. d) CHANGE the default storage category code (DMW or SMW) to the appropriate storage category code for WSRD 930/931 waste going to storage.

NOTE: *The operational issues will be communicated on the receipt report by using the "Print on Receipt Report" function in the SWITS U331 screen.*

c. IF required comments are too long to be adequately described in the "Comments" field,
THEN INDICATE on the receipt report that special instructions are provided as an attachment to the receipt report (SWITS 356 Report).

Actionee	*Step*	*Action*

d. NOTE the following issues on the receipt report, AND ENSURE the "Print on Receipt Report" function is on to communicate the following:

- Waste Support Services Tamper Seal Applied at Generator's site
- Animal carcasses
- Liquids - orientation arrow required
- Asbestos label required
- Water Reactive label required
- Oxidizer label required
- Corrosive label required
- Combustible Liquid label required (>140°F and <200°F)
- Flammable Liquid label required (≤140°F)
- Flammable Solid label required (for D001 ignitable solids)
- Fissile label required - Identify the Criticality Prevention Specification (CPS) container type and any other special criticality control instructions from the criticality review
- Bulk waste - (A separate receipt report is generally required for each PIN)
- Remote handled waste Large and/or heavy items requiring special handling or unloading
- TSCA PCB waste - label required with out-of-service date
- Tritium-containing waste
- Other issues noted during the review affecting management of the waste at the TSD unit (e.g., Category 1 waste requiring stabilization, containers arriving in a returnable shipping overpack).
- Sodium containing waste – weight (kg) of sodium contained in the waste as a comment

e. SIGN AND DATE the special instructions attachment.

f. EVALUATE the flashpoint of the liquid in all packages to be sent to the CWC and WRAP - 2404 WB/WC that contain ≤ 0.057 cubic meters (15 gallons) of free liquid or liquid absorbed in plastic or non-combustible sorbent material.

Actionee	*Step*	*Action*

g. Using Table 1,
DETERMINE if a comment is needed on the R356 report.

Table 1[a]

Flashpoint of Liquid	Note to be added to the R356 in the U331 screen	
	Type	**Comment**
≥ 60 °C but < 93.3 °C	SWOC MFHA	National Fire Prevention Association (NFPA) Labpack with flashpoint between 140 °F and 200 °F
≥ 37.8 °C but < 60 °C	SWOC MFHA	NFPA Labpack with flashpoint between 100 °F and 140 °F
< 37.8 °C	SWOC MFHA	NFPA Labpack with flashpoint less than 100°F

[a] For all free or absorbed liquid with a flashpoint less than 93.3 °C (200°F) enter "y" into the field labeled "NFPAC 93.3 °C" on the U331 screen in SWITS.

h. APPLY the appropriate comment as needed.

NOTE:
- *Hold days include non-work days and days the container was on hold pending issue resolution with the generator.*
- *When the TSDR approves the container in IDMS the WMR will automatically be notified of the approval.*

i. WHEN all reviews are complete and all nonconformance issues are resolved,
THEN:

1) COMPLETE AND SIGN (electronically) work flow for the waste package.

2) COMPLETE the "Tech Approval" step in the SWITS U331 Approval Tab.

3) ENTER Approval Completion Date in the U330 screen.

Actionee	Step	Action

NOTE: *If the WMR or TSDR has identified potential concerns (document/characterization) that can be identified by verification during the acceptance review, the TSDR will recommend selection of container(s) for verification (SWOC WAPs Section 2.2.2.1). For a detailed discussion of container selection for verification see WMP-370, Section 1.10, Verification Program.*

8. PERFORM the following for Finalization of Acceptance Documentation:

   - ENSURE containers selected for verification meet the acceptance criteria for the facility at which verification will take place.
   - FINALIZE approval in SWITS and IDMS.

WMR

   - INFORM the generator their waste has been approved for acceptance.

NOTE: *For information on the workflow process, the Shipper can select the WA Workflow Instructions link located on the IDMS general tab.*

3.4 Shipper Pre-Review and Review

Actionee	Step	Action
Shipper	1.	Ensure container is shippable
	2.	REVIEW applicable documentation, AND ADD any instruction(s) that are applicable to the review.
	3.	INDICATE the review is complete.

4.0 FORMS

None

5.0 RECORD IDENTIFICATION

All records are required to be managed in accordance with PRC-PRO-IRM-10588, *Records Management Processes.*

Records Capture Table

Name of Record	Submittal Responsibility	Retention Responsibility
Waste package in IDMS	TSDR	WSS Records Management
Receipt Report		

6.0 SOURCES

6.1 Requirements

None

6.2 References

CPS-SWOC-001, *Waste Storage, Movement, and Non-Intrusive Operations*
HNF-EP-0063, *Hanford Solid Waste Acceptance Criteria*
HNF-15280, *Technical Safety Requirements for the Solid Waste Operations Complex*
PRC-PRO-IRM-10588, *Records Management Processes*
WAC 173-303, *Dangerous Waste Regulations*
WMP-370, Section 1.6, *Waste Stream Approval Process*
WMP-370, Section 1.8, *Treatment, Storage, and Disposal Transfer and Documentation Process for Waste Containers*
WMP-370, Section 1.10, *Verification Program*
WMP-370, Section 1.11, *Performance Evaluation System*
WMP-370, Section 2.12, *Waste Stream Designation Process*
WMP-370, Section 5.1, *SWITS Data Entry for Waste*

7.0 APPENDIXES

Appendix A - List of Storage Location Codes
Appendix B - Example: Certificate of Conformance (CHPRC)
Appendix C - Example: Certificate of Conformance (non-CHPRC)

Appendix A - List of Storage Location Codes

Code	Description
Storage in Material Balance Area	
Z	Waste requiring storage in Material Balance Area
Primary Hazard Classes (in hierarchical order)	
W	Water-reactive metals and related compounds (alkali metal storage)
F	Flammable (flash point < 38 °C) liquids and non-reactive flammable solids
C	Combustible (flash point 38-60 °C) liquids
O	Oxidizers (D001 oxidizers)
A	Acids (pH2 or less)
B	Bases (pH12.5 or greater)
M	Other mixed waste, no higher hazards
N	Non-mixed waste requiring storage (including decharacterized waste needing further treatment for UHCs)
S	Special segregation required
Subsidiary Hazards	
A	Acids (pH 2 or less)
B	Bases (pH 12.5 or greater)
P	TSCA regulated PCBs
R	Reactive cyanides/sulfides

Appendix B - Example: Certificate of Conformance (CHPRC)

Section 1. Vent				
The vent has been installed on this waste container and the waste packaging meets the requirements of HNF-EP-0063, Section 2.11.4. The vent is an approved vent listed in Appendix H of HNF-EP-0063 or has been approved for use. The vent on this container has been procured as a safety significant item.				
☐ N/A - Vent Not Required Per HNF-EP-0063 ☐ N/A - Vent Procured Prior to October 16, 2003				
	Vent 1	Vent 2	Vent 3	Vent 4
☐ Yes - Vent Procurement Number (PO#):				
Vent Procurement Date:				
Vent Manufacturer:				
Vent Model Number:				
Vent Serial Number:				
OR				
Commercial Grade Items Dedication:				

Section 2. Certification	
Signature of this Certificate of Conformance certifies that the waste packaging and vent meet the applicable section(s) of HNF-EP-0063. The drum and/or vent have been procured or dedicated for "Safety Significant" service in accordance with CHPRC quality assurance program.	
_____ Generator Name / Signature	_____ Date